

WebTADS Training

Overtime Request



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Purpose

Provide electronic requests and approvals in WebTADS for overtime, compensatory time, religious compensatory time, and holiday work.

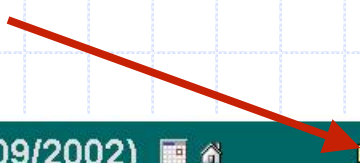
Goals and Objectives

Provide:

- Request access for the Employee, Point of Contact (POC), and Approver via the Timesheet and List Timesheet pages.
- Flexible requests which allow multiple hour types and future pay period selections.
- Ability to make modification during the request / approval process.
- Adequate notification and on-screen feedback as the request status is updated
- Request justification

Creating a New Request

From the Timesheet, push the OT Request icon.



Update		Reset		Normal (01/27/2002 - 02/09/2002)							
Approval Status: N											
Project	(Add)	Total	Sun 01/27 0.0	Mon 01/28 8.0	Tue 01/29 8.0	Wed 01/30 8.0	Thu 01/31 8.0	Fri 02/01 8.0	Sat 02/02 0.0		
0360000RS01	REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0		
X 0380000RR	HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Week 1 Total		40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0		
Project	(Add)	Total	Sun 02/03 0.0	Mon 02/04 8.0	Tue 02/05 8.0	Wed 02/06 8.0	Thu 02/07 8.0	Fri 02/08 8.0	Sat 02/09 0.0		
0360000RS01	REG	16.0	0.0	8.0	8.0	0.0	0.0	0.0	0.0		
X 0380000RR	HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Week 2 Total		16.0	0.0	8.0	8.0	0.0	0.0	0.0	0.0		
Approved: OT 12.0 HW 8.0		GRAND TOTAL:	56.0								

New Request Button

Click the New Request button to open the request form.



The screenshot shows a software interface for managing overtime requests. At the top, there is a dark green header bar with the text 'Overtime Requests for : DUCK, HUEY D' and a small icon. To the right of this text is a light gray button labeled 'New Request'. Below the header bar is a table with the following columns: Duplicate, Submitted, Status, Initiator, Employee, Approver, Details, Justification, and Actions. Below the table, there is a note: 'Missing information is marked with' followed by a red warning triangle icon.

Duplicate	Submitted	Status	Initiator	Employee	Approver	Details	Justification	Actions
Missing information is marked with 								

New Request Form

New Overtime Request for : DUCK, HUEY D

Initiator: DEVIL, CRUELLA C
 Approver: 1
 Pay Period: 2
 Status: New (not saved)

Justification: 3

Hours	Hour Type
<input type="text" value="12"/>	OT In Lieu Of CTE Overtime In Lieu Of Comptime Earned
<input type="text" value="0.0"/>	HW Holiday Worked
<input type="text" value="0.0"/>	RCTE Religious Comptime Earned
<input type="text" value="0.0"/>	CTE Comptime Earned

4

You are editing a NEW request. To complete this request:
 1. Select an approver.
 2. Select a payperiod (up to 6 in the future).
 3. Type a justification.
 4. Type hour quantities for each needed hour type.
 5. Select 'Save for Later' or 'Submit for Approval'.

Note: Email is sent to the designated approver after 'Submit for Approval' is selected.
 Note: Requests 'Saved for Later' need not be valid. 'Submit for Approval' requires a completed justification AND at least one hour type to have hours greater than 0.

[Back to List Overtime Requests](#)

You will need to select / fill in the following:

- (1) Approver – person who will approve your request
- (2) Pay Period in which hours will be worked
- (3) Justification
- (4) Hour Types that will be worked

New Request Operations

Save for Later

- Request is not submitted yet, but the changes will be saved as is. All fields may be modified prior to submittal.

Submit for Approval

- Request is submitted to the designated approver. No changes may be made by the Employee/POC after this point.
- An employee can make a request and modify it repeatedly until the request is submitted for approval.

Request Hour Types

Available hour type selections differ based on the employee's hourly rate (HR).

HR ≤ GS10/S10

OT
HW
RCTE
CTE in Lieu of OT

HR > GS10/S10

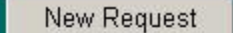

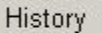


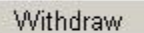

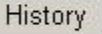


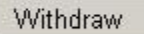
OT in Lieu of CTE
HW
RCTE
CTE


Deadlines for Requests

How late may I submit a request?

- Request for the current pay period may be made until the end of the pay period
- Request may not be for a prior pay period
- Critical error will occur on timesheet if there is no corresponding request to enforce the policy

List Overtime Requests

Overtime Requests for : DUCK, HUEY D 								
Duplicate	Submitted	Status	Initiator	Employee	Approver	Details	Justification	Actions
	01/23/2004	Submitted for Approval 	DEVIL, CRUELLA C	DUCK, HUEY D	SPANIEL, LADY C 	12/28/2003 - 01/10/2004 OT 12.0	Sitting console for Space Station.	 
	Not submitted	Initiated 	DEVIL, CRUELLA C	DUCK, HUEY D	SPANIEL, LADY C 	12/28/2003 - 01/10/2004 CTE 3.0	Moon exploration.	 

Missing information is marked with .

Withdrawn and Expired requests are not displayed in the above list.

The List Overtime Requests page summarizes the employee's requests by providing:

- (1) Ability to duplicate request
- (2) Date submitted
- (3) Current request status with ability to view status History
- (4) Request initiator, employee, and approver
- (5) Pay period, hour type, and number of hours requested
- (6) Request justification
- (7) Actions available (the options vary depending upon role)

Existing Request Operations

View

- ♦ A “read-only” request may be viewed at any time.

Modify

- ♦ An employee may modify a request that has been saved for later. A request with this status has not been submitted for approval yet.
- ♦ An approver may modify a request’s number of hours and justification after it has been submitted.

Withdraw

- ♦ An employee may choose to withdraw an existing request after it has been submitted.
- ♦ “Withdraw Request” must occur before approval / disapproval.

Approving a Request

- A request is routed to a single approver. Although, other approvers who have access to that organization can approve the request via the List Timesheets page.
- The approver is notified via system generated email message that a request has been submitted. This task is also visible on the List Timesheets page.
- The notify button may be used to inform another approver / supervisor of the request. The request details are emailed to the individual addressed in the notify box.
- The details of the request are available for review, including the history, on the List Overtime Requests page.

Approving a Request

- The approver's actions include:
 - ◆ Approve
 - ◆ Disapprove
 - ◆ Modify (hours and justification)
- Once a request has been approved or disapproved, the request may not be modified.


Are you sure you wish to Approve this request? (cannot be undone). The employee will be notified by email of the approval.

Approve

No

Overtime Requests for : DUCK, HUEY D

Duplicate	Submitted	Status	Initiator	Employee	Approver	Details	Justification	Actions
	01/23/2004	Submitted for Approval	DEVIL, CRUELLA C	DUCK, HUEY D	SPANIEL, LADY C	12/28/2003 - 01/10/2004 OT 12.0	Sitting console for Space Station.	

Missing information is marked with .

- Upon approval / disapproval an email notification is sent to the employee.

Deadlines for Approvals

How late may I approve a request?

- Approvals may occur as late as the time of approval of the timesheet, which is typically after the payperiod has officially ended (WebTADS Monday)
- Approval may be made “after” the time worked
- If no action has been taken prior to the end of the pay period, a critical error will occur on the timesheet.

Timesheet Errors

The timesheet may not be approved if it contains unapproved OT, HW, CTE, and/or RCTE. The corresponding request must be submitted and approved.

- 1 → CRITICAL_100 CTE not allowed . Corresponding request has not been submitted. CTE hrs (4.0) Need to submit hrs (1.0). [Create Request](#)
- 2 →
- 3 → CRITICAL_101 CTE not allowed . Corresponding request has not been approved. CTE hrs (4.0) Need approved hrs (1.0). This is an APPROVER task. [Review Requests](#)
- 4 →

Normal (01/27/2002 - 02/09/2002)

Approval Status: **N**

Project (Add)	Total	Sun 01/27 0.0	Mon 01/28 8.0	Tue 01/29 8.0	Wed 01/30 8.0	Thu 01/31 8.0	Fri 02/01 8.0	Sat 02/02 0.0
0360000RS01 REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
X 03800000RR HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
02390983948 CTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project (Add)	Total	Sun 02/03 0.0	Mon 02/04 8.0	Tue 02/05 8.0	Wed 02/06 8.0	Thu 02/07 8.0	Fri 02/08 8.0	Sat 02/09 0.0
0360000RS01 REG	24.0	0.0	8.0	8.0	0.0	8.0	0.0	0.0
X 03800000RR HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
02390983948 CTE	4.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0
Week 2 Total	28.0	0.0	8.0	8.0	0.0	12.0	0.0	0.0
Approved: OT 12.0 HW 8.0 CTE 3.0								
GRAND TOTAL: 68.0								

5 →

01/22/2004

Timesheet Errors (cont.)

Critical_100 - Employee

- ◆ Request has not been submitted (1)
- ◆ Click "Create Request" link to pre-fill existing hours (2)

Critical_101 - Approver

- ◆ Request has not been approved (3)
- ◆ Error only visible to Approvers, Payroll, and Administrators
- ◆ Click "Review Request" link to review and approve (4)

Request Approval Status

- ◆ Summary located at bottom of timesheet (5)
- ◆ Identifies total number of approved hours by hour type
- ◆ This number must match the total for the hour type on the timesheet to eliminate error message

Notification Emails

Do I need to email my approver when I submit a request?

- ◆ No, WebTADS automatically sends the approver selected on the request form a detailed email when a request is submitted for approval.

My approver is out of the office, can anyone else approve my request?

- ◆ Any approver with permission to approve your timesheet may access and approve your request.
- ◆ You may use the "Notify" button to send another approver details regarding your request.

May I send the details of my request to someone who is not an approver?

- ◆ Yes, you may use the "Notify" button to send a system generated email, which includes request details, to anyone with a valid email address in the WebTADS system.

Expire Request

What happens to a request after the pay period has ended?

- ◆ Requests are automatically expired when the requested pay period is in the past.
- ◆ Expired requests are not visible on the List Overtime Request page.

I do not need a request anymore, how do I remove it from my list?

- ◆ Requests that have not been approved or disapproved may be removed using the “Withdraw” button.
- ◆ Approved/Disapproved requests will remain on the list until the requested pay period has past. Then the requests will automatically expire.
- ◆ Unused approved requests will not impact the ability to approve the timesheet.

Additional Resources

Where can I find more Overtime Request information?

- ◆ WebTADS has a online support section.
- ◆ Access the online support from the very top of your timesheet page or by using the "Online Support" icon.
- ◆ Select OT Request from the menu to view the list of documents.



WebTADS Online Support

Support Home
FAQ
Timesheet
 OT Request
LV Planner
Icon Definitions
Hour Types
Center Information
About WebTADS

Overtime Request Training Documentation

Training Presentation



Quick Reference Guide



[Frequently Asked Question \(FAQ\)](#)

Overtime Request Demo



This demo was created using Shockwave Flash. It is 306 KB and will take approximately 5.5 mins.